

## Standardized Emergency Management System (SEMS) Emergency Operations Center Action Planning Workshop

**DATES:** March 1-3, 2011  
May 3-5, 2011

**LOCATIONS:** San Jose, CA  
Southern CA

Action Planning is designed to help organizations work effectively in a disaster. This workshop will acquaint you with the basics of action planning consistent with SEMS, the National Incident Management System (NIMS) and the Incident Command System (ICS). In small groups, attendees will write EOC objectives, walk through an action planning meeting, and write action plans. The workshop will culminate with a table-top exercise where you will go through the entire process. The workshop covers the following topic areas:

**Overview of the Action Planning Process**  
**Writing EOC Objectives**

**Conducting Action Planning Meetings**  
**Creating an EOC Action Plan Template**

**TARGET AUDIENCE** is all Emergency Operations Center staff responsible for conducting, participating in, or supporting the action planning process in the EOC.

**Tuition FREE for those who qualify.**

This course is funded by the Emergency Management Performance Grant (EMPG) which provides tuition-free training for CA State/Local First Responders and CA emergency management agencies. Most non-profit agencies that are affiliated with the California Mutual-Aid Response System are also eligible. Federal employees are welcome to attend EMPG-funded courses for free, in limited numbers, if space is available. You will be placed on stand-by and will be notified two weeks prior to class start date of availability. Members of private industry are generally required to pay the cost-recovery tuition rate unless documentation that verifies you are sponsored by a CA emergency management agency is provided. Please contact the Course Registrar for information on cost-recovery tuition rates.

**This course is eligible for the use of Homeland Security Grant Program SHSP, UASI, LETPP. Homeland Security Grant funds may cover the cost of, Travel, Lodging, Backfill, OT and Per Diem.**

**Contact your Local Grant Manager or Training Officer about Homeland Security Grants.**

The SEMS Action Planning Workshop is one of the elective courses for individuals seeking to complete CalEMA's Emergency Management Specialist Certificate.

Apply immediately online at [www.csti.ca.gov](http://www.csti.ca.gov). If you need a hardcopy application, please contact the registrar at (805) 549-3536 and one will be faxed or emailed to you. An information packet and map will be sent 4-8 weeks prior to the course.

For registration questions call the Registrar Kayla Mikel at (805) 549-3536, [Kayla.Mikel@calema.ca.gov](mailto:Kayla.Mikel@calema.ca.gov).

For course content, contact the Course Manager Robert Gandy at (805) 549-3269, [Robert.Gandy@calema.ca.gov](mailto:Robert.Gandy@calema.ca.gov).